

# PITZHANGER

MANOR & GALLERY

## **Pitzhanger Manor & Gallery Trust**

### **Accounts Assistant**

#### **Job Description**

##### **Role**

This is a unique job which provides the opportunity for applicants to join a passionate and committed team in an essential support role. Reporting to the Head of Finance, the Accounts Assistant is a key post in delivering Pitzhanger Manor's financial sustainability.

The post holder will be based in the Trust's offices in Ealing W5, working alongside members of staff from all departments. They will need to be dynamic and self-motivated with good inter-personal and organisational skills.

The role is a varied one covering a wide range of tasks. The successful candidate will be a confident communicator, who is able to work independently following clear instruction. They will use systems and spreadsheets to create a planned, methodical approach to problem solving.

**Reports to:** Head of Finance, Pitzhanger Manor & Gallery Trust

##### **Key Accountabilities**

Supporting the Head of Finance in processing accounting information, maintaining records and producing various management reports. Specifically:

- Issuing invoices and liaising with customers to ensure timely payment
- Processing and coding all purchase invoices and obtaining authorisation for payments
- Petty cash and banking: reconciliation of office petty cash and bank accounts; assisting in reconciliation of cash takings
- Assisting with grant applications and claims
- Procurement and purchasing
- Reporting and collating data for visitor, events, shop and catering figures and KPIs
- Gift Aid reporting
- Aiding in development of accounting systems

- Maintaining HR records and acting as the initial point of contact for HR admin.

### **Person Specification**

- Highly organised and numerate with meticulous attention to detail
- Excellent IT skills, including: MS Office
- Familiarity with Quickbooks accounting software desirable
- Highly responsible with the ability to work with absolute discretion, tact and confidentiality
- Self-starter with the ability to use initiative to deal with challenges arising; enthusiasm to learn on the job
- Adaptable, with a 'can do' attitude
- Enthusiasm for heritage and the arts

**Hours:** Part time: 18 hours per week (days negotiable)

**Term:** Permanent

**Reports to:** Head of Finance, Pitzhanger Manor & Gallery Trust

**Salary:** £11,314 p.a. (FTE £22,000)